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Bulletin Number	39392BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Public Defender
Position Title	INTERPRETER
Exam Number	L1154C
Filing Type	Open Continuous
Filing Start Date	07/07/2014
Salary Type	Monthly
Salary Minimum	3305.18
Salary Maximum	3486.64
Position/Program Information	Acts as interpreter of English and Spanish languages performing translations necessary to meet the public service and/or legal needs of the Office of the Public Defender.
Essential Job Functions	<p>Interprets/facilitates attorney-client interviews in jail facilities, courtroom lockups, mental health facilities, juvenile detention centers, and home visits.</p> <p>Translates and interprets for attorneys, clients, family members, and attorney/client video conferences.</p> <p>Facilitates contact and communication of the Spanish-speaking public between attorneys, paralegals, or investigators by responding to walk-in/over-the-counter inquiries and scheduling office appointments.</p> <p>Translates a variety of case-related documents and forms, including correspondence, courtroom procedures and instructions, consent forms, and other case-related documents as necessary.</p> <p>Engages in telephone conversation/translations with attorneys or clients regarding case information, inquiries, requests, or other sources as directed by attorneys.</p> <p>Accompanies and assists attorneys and investigators with field investigations at crime scenes, speaking with witnesses, and canvassing neighborhoods.</p> <p>Translates and transcribes relevant materials, defendant statements, documents, brief tapes, and videos from or into Spanish.</p> <p>Maintains interpretation/translation records and files including daily computer entry of statistical data collection of work related information.</p>
Requirements	<p>SELECTION REQUIREMENTS:</p> <p>Applicants must meet all of the following requirements:</p> <ol style="list-style-type: none"> 1. Six months experience in interpreting and translating in speaking, reading, and writing from or into Spanish language. 2. Proficiency Certificate for the Spanish language approved by the California Department of Education or by an equivalent accrediting* agency from another state.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light

	lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*Applicants MUST attach a legible copy of the certificate to the application at the time of application submission or within fifteen (15) calendar days of filing.
	APPLICATIONS LACKING THE ABOVE REQUIRED DOCUMENTATION WILL BE REJECTED.
Accreditation Information	* Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	This examination will consist of two (2) parts: PART I: A written performance test, measuring written communication skills and the ability to translate from Spanish to English and from English to Spanish weighted 50%. The written test is not reviewable by candidates per Civil Service Rule 7.19. PART II: An oral interview weighted 50%. The interview will consist of training, experience, personal fitness, and general ability to perform the duties of the position. CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Office of the Public Defender.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible register in order of their score group for a period of six (6) months following the date of promulgation. Passing this examination and being on the eligible register does not guarantee an offer of employment. RETAKE INFORMATION: No persons may compete for this examination more than once every six (6) months.
Available Shift	Any
Application and Filing Information	ONLINE FILING ONLY <u>INSTRUCTIONS FOR FILING ONLINE</u> APPLICATIONS MUST BE FILED ONLINE ONLY by clicking on the tab above or below this job bulletin that read Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. We must receive your application and Job Specific Questionnaire (if applicable) by 5:00 p.m. PST, on the last day of filing. We may close the exam at any time without prior notice. Note: If you are unable to attach the required documents, you may email them to rcruez@pubdef.lacounty.gov or fax them to (213) 633-5032 within fifteen (15) calendar days of filing or by the last day of filing whichever comes first. Please include the exam number and exam title. ADDITIONAL INFORMATION REGARDING ONLINE FILING

**County of Los Angeles
Information****SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Department Contact Email	aguerrero@pubdef.lacounty.gov
ADA Coordinator Phone	213-974-2962
Teletype Phone	800-801-5551
California Relay Services Phone	800-735-2922
Job Field	Legal and Justice System
Job Type	All Others

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